

RESTRICTED

13 March 1946

MEMORANDUM FOR ALL C.I.G. PERSONNEL:

SUBJECT: Security.

The presence, on desks and tables, of unclassified papers, pads, memoranda, forms, newspapers, magazines, etc., makes a security check at the end of each day a difficult and uncertain task. In addition, there is always the danger that classified material will be inadvertently mixed up with these unclassified papers.

Henceforth, each individual in the Central Intelligence Group will be responsible for clearing all desks and tables assigned to him prior to his departure each night. Desk trays should also be cleared of all papers. The only exceptions will be telephone books and other unclassified bound volumes. If bookcases, supply cabinets, or file cabinets are required as a result of this memorandum, they should be requested from the Acting Administrative Officer.

SIDNEY W. SOUERS  
Director

Distribution:  
All C.I.G. Personnel

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*February, 1946*

CENTRAL INTELLIGENCE GROUP

MEMORANDUM FOR ALL CIG PERSONNEL

SECURITY

In view of the character of the Central Intelligence Group and the highly-classified material which it handles, it is imperative that the highest degree of security be maintained throughout the organization. Each individual is responsible for the security of all classified matter coming to his or her attention, and will handle such material in a manner to assure its maximum protection against leaks or compromise.

Until a Security Officer is appointed and directives are issued covering procedures to be followed, Mr. James S. Lay, Jr. is designated as Top Secret Control Officer for the Central Intelligence Group.

SIDNEY W. SOUERS  
Director